



King County

**Department of Development and Environmental Services
Land Use Services Division**

900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

**Pre-Application Meeting - Land Use:
Fees, Scheduling Information and
Request Form**

For alternate formats, call 206-296-6600.

Fees:

King County Code 27.06.010 authorizes the Department of Development and Environmental Services (DDES) to charge an hourly fee (the fee as of January 1, 2004 is \$144.90 per hour) for pre-application reviews. This includes an hourly fee for each staff member involved in pre-application research, pre-application meetings, and any post-meeting follow-up work. (See below for a description of the different types of land use pre-application meetings that may be requested.)

An advance deposit of \$289.80 will be required to schedule a pre-application meeting.

To schedule a land use pre-application meeting, an applicant must:

1. Complete a Land Use Pre-Application Meeting Request Form, that identifies:
 - a) Applicant's name, address and telephone number
 - b) Project description and type of permit(s) requested
 - c) Address of project and parcel number(s)
 - d) Type of pre-application meeting requested (see below)
 - e) Issues for discussion at the meeting
 - f) Number of people attending from the applicant's team
2. Provide a site plan and as much other information as possible, such as a completed environmental checklist, technical reports and any other related project documents that may assist DDES staff in reviewing the proposal. A meeting agenda is optional. Submit enough copies for each DDES staff person requested to attend the meeting. In most cases, at least three (3) copies of each document should be sufficient; except for preliminary plat proposals, submit at least five (5) copies. These materials must be submitted at the time of making the pre-application meeting request to DDES.
3. Submit the required deposit. All checks must be made payable to: King County Office of Finance.

Pre-application meeting requests may be filed in-person or mailed, provided they include all the required submittal materials and a check for the advance deposit, to:

**Department of Development and Environmental Services
ATTN: Permit Center
900 Oakesdale Avenue Southwest
Renton, WA 98055-1219**

Check out the DDES Web site at www.metrokc.gov/ddes

Pre-application meetings will be scheduled as soon as possible following the date of the request, usually within 30 days from the date received. The applicant will be contacted via telephone regarding a date and time for the meeting. DDES will also send out written confirmation of the meeting schedule.

Types of land use pre-application meetings

Mandatory: A required meeting that is held prior to filing any Type 2 land use permit (e.g., conditional use permit, zoning or SAO variance, shoreline permit, or short plat); Type 3 land use permit (e.g., preliminary plat or plat alteration); or Type 4 land use permit (e.g., rezone, special use permit). The primary purpose of the mandatory pre-application meeting is for DDES staff to discuss the application process timeline, submittal requirements needed to file a complete application, and permit application fees.

Land use feasibility: Also known as a “voluntary” pre-application meeting. This type of meeting is held at the applicant’s request to assist them in preparing an application. This may be very preliminary in nature and is not intended to fulfill the required pre-application meeting for permit submittal. A land use feasibility meeting may also be requested by an applicant who desires a more thorough and in-depth review of the proposed project. An applicant may request DDES to waive the required mandatory pre-application meeting if a land use feasibility meeting has already been held.

Note to applicants for minor telecommunication facilities: When a community meeting is required to be held prior to application submittal, DDES is requiring applicants to request a land use feasibility meeting as described above. Such request should be submitted to DDES at least four weeks prior to the tentatively scheduled date of the community meeting. After the request is received, a DDES planner will confirm the date of the community meeting with the applicant. A DDES planner will attend the community meeting, and, in most cases, will conduct the land use feasibility pre-application meeting with the applicant at the conclusion of the community meeting.

Consolidated: A pre-application meeting requested by the applicant to consolidate and combine land use permit review and building permit review into one meeting. If an applicant requests consolidated processing, it is important to identify all aspects of the proposal to be covered at the pre-application meeting. This is particularly important when there are multiple parts to a project so that DDES staff can understand the scope of the project and what changes may affect other reviews.

Additional information regarding pre-application meetings can be obtained by contacting DDES at 206-296-6600.

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Land Use Pre-application Meeting Request Form

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To be completed by DDES Staff

Pre-application No.

Date Received
(Stamp)

Please print:

Applicant Name:	Date:
Address:	Phone:
	Fax:
Project Description:	
Permit(s) being requested:	
Project Address/Location:	Parcel No(s):
Please indicate if pre-application is:	
<input type="checkbox"/> Land Use Feasibility <input type="checkbox"/> Mandatory <input type="checkbox"/> Consolidated	

Check the box(es) regarding issues you wish to discuss:

- ☐ Land Use Permit Issues: Subdivision / CUP / Variances / Reasonable Use / PAUE
- ☐ Site Issues: Zoning / Setbacks / Density / Subdivision Design / Landscaping
- ☐ Site Issues: Traffic / Road Access / Road Improvement / Road Variances / Parking Layout
- ☐ Site Issues: Drainage / Site Development / SWDM Variances & Adjustments
- ☐ Shoreline Issues: Substantial Development Permit / Permitted Uses / Shoreline Setbacks
- ☐ SEPA Issues: SEPA Checklist / Off-Site Improvements / Mitigation
- ☐ Wetland/Stream Issues: Buffers / Building Setbacks / Flood Plains / Mitigation
- ☐ Geotechnical Issues: Steep Slope / Landslide / Seismic / Coal Mine / Erosion
- ☐ Clearing/Grading Issues: Site Development / Clearing Restrictions / Site Restoration
- ☐ Building Issues: Building / Mechanical: HVAC/Energy/ Barrier-Free Standards
- ☐ Fire Issues: UFC / Fireflow / Access / Sprinklers / Alarms / Hazardous Materials
- ☐ Health Issues: Sewer / Septic / Water / Groundwater/Noise Impacts
- ☐ Other (Specify): _____

Check out the DDES Web site at www.metrokc.gov/ddes

Please indicate the numbers and types of representatives that will be at the pre-application meeting from your design team:

Will Attend	<input type="checkbox"/>	Will Not Attend	<input type="checkbox"/>	Applicant	Will Attend	<input type="checkbox"/>	Will Not Attend	<input type="checkbox"/>	Geotechnical Consultant	Will Attend	<input type="checkbox"/>	Will Not Attend	<input type="checkbox"/>	Structural Engineer
	<input type="checkbox"/>		<input type="checkbox"/>	Architect		<input type="checkbox"/>		<input type="checkbox"/>	Landscape Architect		<input type="checkbox"/>		<input type="checkbox"/>	Wetlands Consultant
	<input type="checkbox"/>		<input type="checkbox"/>	Civil Engineer		<input type="checkbox"/>		<input type="checkbox"/>	Legal Consultant		<input type="checkbox"/>		<input type="checkbox"/>	Others: _____
	<input type="checkbox"/>		<input type="checkbox"/>	Developer		<input type="checkbox"/>		<input type="checkbox"/>	Property Owner					

Total Number Attending: _____

I certify that I am the applicant for this pre-application meeting request and I understand that DDES will assess hourly review fees for each DDES staff member involved in pre-application research, meetings and post-meeting follow-up work, and that I assume financial responsibility for all fees associated with this request.

Applicant's signature

Note: An advance deposit is required to schedule a pre-application meeting. All checks must be payable to King County Office of Finance.

If you have any questions about your pre-application meeting, please contact DDES at 206-296-6600.

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